

Greenwood Public Library
Board of Trustees Meeting
April 10, 2018

Attendees: Lori Feller, Carmen Madsen, Mike Crumbo, Shan Rutherford, Josh Jackson, Tamara Russell
Cheryl Dobbs, Lynn Johnson, Jane Weisenbach

Call to Order: Lori Feller called the April meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m. Mike Crumbo led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting: Lori Feller asked if there were any additions or corrections to the March minutes. Hearing none, she called for a motion to approve the minutes. Carmen Madsen moved to approve the minutes, Shan Rutherford seconded, and the minutes were approved by unanimous voice vote.

Old Business:

Board Correspondence: The board received notice from the Greenwood Clerk's Office that the Greenwood Common Council approved a five-year tax abatement for a speculative building on North Emerson Avenue.

Attorney's Update: There was no attorney's update.

Finance Committee Report: Mike Crumbo reported that the Finance Committee met on April 5, 2018. All funds were in balance. Cheryl Dobbs presented the 1st Quarter Report for 2018. Spending was at 21% of budget 25% of the way through the year, including the 2017 encumbrance. Cheryl reported that the HVAC controller was reprogrammed on a new operating platform. Leaking problems with some radiators led to an inspection by Johnson Melloh. The inspection uncovered the fact that the wrong piping was installed in the construction. The construction specification called for oxygen-resistant pipes, but potable pipes were used. In addition, each joint will need to be reconfigured to ensure joint integrity. Ellis Construction, the project construction company, has been notified. There will be some initial out-of-pocket expense incurred before reimbursement. Corrections will be made by Ellis Construction, at their expense.

New Business:

Review of Policies: The board members reviewed three policies; Collection Development Policy, Photograph/Media Policy, Personal Property Policy. There was a brief discussion about clarification of collections related to Evergreen Indiana and eIndiana Digital Consortium. Also, a correction from CAGIT to LIT was noted. Carmen Madsen moved to approve the policies as amended, Josh Jackson seconded, and the policies were approved by unanimous voice vote.

Bylaws: A committee, consisting of Lori Feller, Karin Grizzle, and Carmen Madsen completed a review the bylaws. An edited copy of the bylaws was shared with all board members. Mike Crumbo moved to approve the revised bylaws, Shan Rutherford seconded, and the revised bylaws were approved by unanimous voice vote.

Review of Accounts Payable and Treasurer's Report: Carmen Madsen reported that all liabilities have been recognized, all checks written and signed, and payments will be made on time. She moved that the Treasurer's Report be approved, Mike Crumbo seconded, and the Treasurer's Report was approved by signature.

March Reports:

Director's Report: Cheryl Dobbs reported that she and five members of the staff attend the Public Library Association conference in Philadelphia. Construction on both Madison Avenue and Meridian Street has posed many access and parking problems. A water leak in the new Children's Department play area uncovered the fact that the wrong type of pipe had been used in the HVAC upgrade project. Additionally, the configuration of pipe joints was not to specification. Ellis Construction will replace the pipes and correctly configure all joints, at their expense.

Development Report: Jane Weisenbach reported that a purse bingo event will be held on August 15 at the Moose Lodge. Twenty sponsors have paid for all expenses for the event. A Scrabble tournament was held in March with 36 participants. The Easter Egg hunt had to be cancelled, due to lack of volunteers. A grant request for the \$25,000 maker space was developed during March. Presentation of the project is scheduled on April 25.

Department Reports: Department managers presented highlights of activities during March.

Other Business: Cheryl reported that an older heating element shorted and created a lot of smoke in the area above the second floor. Air scrubbers have been placed through out the second floor to clean the air and Midwest Restoration will make final steps to freshen the air after closure. Inspections of all the heating elements, smoke detectors and alarm mechanisms are underway.

A copy of the Staff Report was presented to Lori, indicating the hire of Michelle Hashberger in Patron Services.

Adjournment: Lori Feller adjourned the meeting at 6:51 p.m.

Respectfully Submitted,

Mike Crumbo
Secretary